

DEPARTMENT OF HUMAN SERVICES  
DIVISION OF JUVENILE JUSTICE SERVICES  
POLICY AND PROCEDURES

Policy No.: 02-01	Effective Date: 12/02/03	Revision Date: 08/31/04
Subject: New Employee Training		

**I. Policy Statement**

Employees shall attend a facility/program orientation within the first thirty- (30) days of employment, and the Department's New Employee Orientation training within the first ninety- (90) days. Direct-care staff shall attend the JJS Basic Orientation Academy within the year. Part-time staff and volunteers shall receive training commensurate with their job responsibilities.

**II. Rationale**

The purpose of this policy is to ensure that all new employees receive the mandatory orientation training. The training will prepare staff to work in Juvenile Justice Services, establish standards and expectations, and promote professionalism.

**III. Definitions**

- A. The "Facility/Program Orientation" is the unique and specific training (regarding program operation) that occurs at the employee's actual work location.
- B. The Department's "New Employee Orientation" is a one-day training provided through the Department to educate new personnel about the system, including employee expectations, benefits, rights, and the interaction and coordination between Divisions.
- C. The "JJS Basic Orientation Academy" is a two-week training course administered by Juvenile Justice Services to educate and train new personnel about the Division and provide the mandatory training curricula.
- D. "Direct-care staff" personnel are employees whom have job responsibilities working directly with juveniles, including the intake and control staff.
- E. "Schedule B" is full-time or part-time career service employees, with benefits.
- F. "Schedule AJ" is time-limited for less than half-time employees. "Career service exempt" is employees who do not receive benefits.

**IV. Procedures**

- A. The Division shall provide uniform orientation training for staff. Successful completion of all required training is necessary for termination of the employee's probationary period and award of merit status.

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- B. All new Schedule B, direct-care employees shall complete a Facility/Program Orientation within the first thirty- (30) days of employment. This training will be provided at the employee's work location and will be specific to the job assignment. Documentation to be placed in the employee's personnel file.
- C. All Schedule B employees shall attend and complete the Department's New Employee Orientation within the first ninety- (90) days of employment.
- D. Schedule B direct-care staff shall attend and complete the Division's Basic Orientation Academy within the first one year of employment. For successful completion of the academy, staff must pass required examinations. Staff who fail a required exam shall be given an opportunity to retake the academy.
- E. In addition, all Schedule B direct-care staff shall attend and complete the life safety courses not included in the Basic Orientation Academy within ninety- (90) days of employment.
- F. Nondirect-care staff (office, food services, and maintenance) shall attend and complete the Facility/Program Orientation within the first thirty-days of employment, the Department's New Employee Orientation within ninety- (90) days, and other mandatory training, as required annually. Nondirect-care staff are not required to attend the Basic Orientation Academy.
- G. Schedule AJ employees shall attend and complete the life-safety training requirements and any other training required by the facility or program. Life-safety classes are:
  - 1. Suicide Prevention
  - 2. Crises Intervention
  - 3. CPR and First Aide
  - 4. Communicable Diseases

**V. Continuous Renewal**

This policy shall be reviewed two (2) years from its effective date to determine its effectiveness and appropriateness. This policy may be reviewed before that time to reflect substantive change.

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This policy has been reviewed by the Division Administrative Team on this date, and is approved upon the signature of the Director.

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Blake D. Chard, Director  
Division of Juvenile Justice Services

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Effective/Revision Date